



State of New Jersey
DEPARTMENT OF COMMUNITY AFFAIRS
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CHRIS CHRISTIE
Governor

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Lt. Governor

RICHARD E. CONSTABLE, III
Commissioner

PROGRAM POLICY BULLETIN # 13-01

DATE: January 31, 2013

TO: NJ Community Action Agency (CAA) Executive Directors

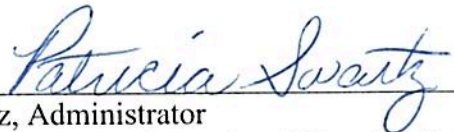
AFFECTED PROGRAMS: All Programs That Utilize CSBG Funds

SUPERSEDES: PPB # 12-02

SUBJECT: Income documentation related to natural disaster

POLICY SUMMARY: Documentation needed to provide services to low income
Individuals affected by natural disaster

DISCUSSION: Because of the nature of the natural disaster, Sandy, many affected individuals and families, at or below 125% of the federal poverty guidelines, did not have in their possession customary documentation of their economic status to substantiate eligibility for CSBG-supported assistance. Three months have past since the hurricane, allowing time for individuals to replace their lost documents. PPB # 12-02 is no longer authorized. All individuals and families receiving services must now have proper documentation. Individual agency exemption may be granted upon request. Documentation of approved exemption must be maintained by the agency for audit and monitoring purposes.

SIGNED: 
Patricia Swartz, Administrator
Office of Community Action, Div. of Housing & Community Resources

c. Gregory Vida, Acting Director
CSBG State Staff

